

Tennessee Department of Education

Instrument for Monitoring Supplemental Educational Services Providers



Commissioner of Education
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Executive Director of Federal Programs

Tennessee Department of Education
Supplemental Educational Services (SES) On-site Monitoring Report
ESEA—No Child Left Behind

SES Provider CEO/Owner	
Mailing Address	Telephone/Fax <hr/> Email
On-Site Provider Representative	
Mailing Address	Email <hr/> Telephone/Fax

Monitoring Status: *Check the appropriate box.*

Closed	Closed with Suggestions	Incomplete Pending Compliance with Approved Compliance Action Plan Agreement	Open
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Signatures:

Printed Name/Signature of On-Site Provider Representative

Printed Name/Signature(s) of Monitor(s):

Name:	Title/Position:	Date(s) of Monitoring:

SES Provider Visits During On-Site Monitoring

School District of SES Tutoring

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Commendations:

Recommendations:

MONITORING INSTRUMENT FOR SUPPLEMENTAL EDUCATIONAL SERVICES PROVIDERS

Provider Requirements	Yes	No	N/A	Evidence
1. *The provider obtained written permission of the parent or legal guardian of SES students before disclosing to the public or unauthorized personnel any confidential information about any students eligible for or receiving SES.				<input type="checkbox"/> Policy or guidelines <input type="checkbox"/> Letters of parental permission <input type="checkbox"/> Form shows permission <input type="checkbox"/> Other _____ <input type="checkbox"/> (Not Applicable) – Provider did not disclose to the public or unauthorized personnel any confidential information about any students eligible for or receiving SES.
2. *The provider regularly measures the students' progress.				<input type="checkbox"/> Copies of student progress reports <input type="checkbox"/> Copies pretests and post tests <input type="checkbox"/> Calendar/Timeline for release of progress reports <input type="checkbox"/> Other _____
3. *The provider regularly informs the students' parents and teachers of the students' progress in understandable language and format.				<input type="checkbox"/> Copies of student progress reports to parents <input type="checkbox"/> Copies of student progress reports to teachers <input type="checkbox"/> Documentation of frequency <input type="checkbox"/> Other _____
4. *The provider communicates with parents, using an understandable and uniform format, and to the extent practicable, expressed in a language parents can understand.				<input type="checkbox"/> Copies of letters, memoranda and/or other documents used in communicating with parents <input type="checkbox"/> Copies of student progress reports to parents <input type="checkbox"/> Copies of translated documents <input type="checkbox"/> Other _____
5. *The provider's instruction is aligned with the regular school program, as well as with Tennessee academic content standards and learning expectations.				<input type="checkbox"/> Lesson plans with references to related Tennessee academic content standards and learning expectations. <input type="checkbox"/> Communication with teachers and/or school staff regarding students' regular school program <input type="checkbox"/> Documents showing alignment with Tennessee academic standards <input type="checkbox"/> Documents showing alignment of provider's instruction to district's learning expectations <input type="checkbox"/> Other _____
6. *The provider requires a criminal background check pursuant to Tenn. Code Ann. (T.C.A.) Section 49-5-413 for individuals of the organization having contact with or being in close proximity to children related to the provision of services.				** <input type="checkbox"/> Copies of notification from LEAs regarding status of criminal background checks <input type="checkbox"/> Other _____

Provider Requirements	Yes	No	N/A	Evidence
7. *The provider offers supplemental educational services that are secular, neutral, and nonideological.				<input type="checkbox"/> <i>Samples of students' work</i> <input type="checkbox"/> <i>Current Lesson plans</i> <input type="checkbox"/> <i>Observation of tutoring session and setting</i> <input type="checkbox"/> <i>Other</i> _____
8. *The provider requires all individuals providing tutoring to students, regardless of whether they are the "lead tutor" or an "assistant tutor" to have at least a high school diploma.				<input type="checkbox"/> <i>**Employee educational records for all tutors on site</i> <input type="checkbox"/> <i>Other</i> _____
9. *The provider complies with all applicable federal, state and local health, safety and civil rights laws. All qualified children, who receive services from the SES organization are served equitably. Discrimination is prohibited based on race, color, religion, gender, disability, or national origin.				<input type="checkbox"/> <i>Compliance statements on brochures</i> <input type="checkbox"/> <i>Posters/signs promoting good health practices</i> <input type="checkbox"/> <i>Safety posters</i> <input type="checkbox"/> <i>Other</i> _____
10. *The provider complies with the requirements that the SES organization shall not apply additional admission criteria to eligible students.				<input type="checkbox"/> <i>Recruitment brochures and information sheets</i> <input type="checkbox"/> <i>Interviews with parents and teachers</i> <input type="checkbox"/> <i>Other</i> _____
11. *The provider has a plan that is communicated to students and staff for emergency situations including fires, weather-related events, evacuations, building intruders, and medical emergencies or other events requiring safety precautions, including a mechanism for communicating with emergency personnel, at all provider sites.				<input type="checkbox"/> <i>Posted evacuation instructions in response to fire</i> <input type="checkbox"/> <i>Emergency contact information readily available</i> <input type="checkbox"/> <i>Interview with students</i> <input type="checkbox"/> <i>Employee handbooks and/or policy manuals</i> <input type="checkbox"/> <i>Interview with on-site tutor(s)</i> <input type="checkbox"/> <i>Other</i> _____
12. *The provider responds to requests of the Tennessee Department of Education for additional information, including an annual addendum to the application and/or Assurances.				<input type="checkbox"/> <i>Copies of cover letters to TDE that accompanies documents and/or data that were requested</i> <input type="checkbox"/> <i>Other</i> _____

Provider Requirements	Yes	No	N/A	Evidence
13. *The provider maintains one central point of contact for the Department of Education, and in the event of personnel changes, immediately provides written notice of any updates regarding this contact information to the state and the school districts where services are being provided.				<input type="checkbox"/> Copy of Summary-TN page from SES application, listing point of contact <input type="checkbox"/> Other _____
14. *The provider maintains methods or programs for tracking and documenting enrollment, attendance, and supplemental services provided to eligible students enrolled in the SES program.				<input type="checkbox"/> Enrollment records of participating students <input type="checkbox"/> Attendance records of participating students <input type="checkbox"/> Copy of cover letter and accompanying records sent to the LEA <input type="checkbox"/> Other _____
15. *The provider maintains liability insurance relative to providing tutoring services and working with children.				<input type="checkbox"/> **Copy of current liability insurance certificate <input type="checkbox"/> Other _____
16. *The provider assisted the state and district in monitoring student progress by complying with all data reporting requests and other requests for information from the Tennessee Department of Education and its authorized representative(s) in a timely manner.				<input type="checkbox"/> Copies of records showing that data were forwarded upon request of the SDE <input type="checkbox"/> Copies of records showing that data were forwarded upon request of the LEA <input type="checkbox"/> Other _____
17. *The provider's time of service (minimum of 30 minutes, frequency of sessions, and duration of sessions) is consistent with the Provider's application.				<input type="checkbox"/> Copy of the Provider's SES application. <input type="checkbox"/> Tutoring schedules <input type="checkbox"/> Observation of tutoring sessions <input type="checkbox"/> Other _____
18. *The provider allocated appropriate materials to deliver services to students without infringing on school sites for copies and materials.				<input type="checkbox"/> Purchase orders/invoices for tutoring materials <input type="checkbox"/> Expense records for copying <input type="checkbox"/> Tutoring no provided at school site <input type="checkbox"/> Other _____

Provider Requirements	Yes	No	N/A	Evidence
19. *The provider ensured that students receiving SES are supervised up until the time students return to other authorized, school-based programs via adult supervision or are released into the care of their parent or guardian.				<input type="checkbox"/> Payroll records for site coordinator <input type="checkbox"/> Contract for site coordinator <input type="checkbox"/> Observation of tutoring session and dismissal of students <input type="checkbox"/> Parent forms specifying person to pick up child <input type="checkbox"/> Parent forms with specific directions for child to use public transportation or other mode of travel <input type="checkbox"/> Other _____
20. *The provider complies with all applicable laws concerning patents and copyrights.				<input type="checkbox"/> Instructional materials are originals <input type="checkbox"/> <input type="checkbox"/> Other _____
21. *The provider complies with Tenn. Code Ann. (T.C.A. 49-5-410) regarding "Teachers-Moonlighting" by ensuring that full-time teachers who are employed by the SES provider do not exceed 15 hours beyond the teacher's regular employment per week and do not exceed 400 clock hours for any nine-month period.				<input type="checkbox"/> Payroll records for tutors <input type="checkbox"/> Tutor schedule <input type="checkbox"/> Other _____
22. *If the provider uses the Internet for tutoring, the provider avoids transmitting any material in violation of any U.S. or state regulation or school board policy via the Internet. This includes, but is not limited to copyrighted material and threatening or obscene material.				<input type="checkbox"/> Copies of LEA policy related to Internet use <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does not use the Internet for tutoring
23. * If the provider uses the Internet for tutoring, the provider recognizes that Internet files are not private and that the State, LEA, school administrators, as well as parents may review files and communications at any time to ensure that the school network is being used responsibly.				<input type="checkbox"/> Policy or guidelines <input type="checkbox"/> Copies of communication to parents regarding policy <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does not use the Internet for tutoring

Provider Requirements	Yes	No	N/A	Evidence
24. * If the provider uses the Internet for tutoring, the provider obtains written parental permission before communicating with students under the age of 13 via e-mail or Internet. (Title XIII, <i>Children's Online Privacy Protection Act of 1998</i>)				<input type="checkbox"/> Policy or guidelines <input type="checkbox"/> Letters of parental permission <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does not use the Internet for tutoring
25. *The provider abides by all school/LEA policies and procedures regarding computer/ Internet use, if students use a school computer to access information from the provider.				<input type="checkbox"/> Policy or guidelines <input type="checkbox"/> Posted copies of LEA policy regarding computer/ Internet use <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does not ask students to use the school's computers for accessing the Internet for tutoring
26. *The provider entered into an agreement, with each local education agency where tutoring was provided, that included provisions addressing specific achievement goals for the student, a description of how the student's progress was be measured, a timetable for improving achievement, description of procedures for regularly informing the student's parents and teachers of the student's progress.				<input type="checkbox"/> Agreements <input type="checkbox"/> Achievement goals for each student <input type="checkbox"/> A Description of how students' achievement will be measured <input type="checkbox"/> Timetable for achieving student goals <input type="checkbox"/> Current Lesson plans <input type="checkbox"/> Procedures for informing students' parents of progress <input type="checkbox"/> Other _____
27. *In the case of a student with a disability, the achievement goals, measurement and reporting of progress, and timetable are consistent with (although not included in) the student's individualized education program under Section 614(d) of the IDEA.				<input type="checkbox"/> Information from the LEA related to students' IEPs <input type="checkbox"/> Copy of instruction timetable for reaching students' academic goals and reporting student progress <input type="checkbox"/> Documentation that provider's instruction is aligned with IEP. <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does not provide tutoring to students with disabilities

Provider Requirements	Yes	No	N/A	Evidence
28. *In the case of a student covered by Section 504, the achievement goals, measurement and reporting of progress, and timetable are consistent with (although not included in) the student's individualized services under Section 504.				<input type="checkbox"/> Documentation that services are provided with necessary accommodations to students with disabilities and students covered under Section 504. <input type="checkbox"/> Documentation that SES tutoring is aligned with students' individualized education programs under Section 504. <input type="checkbox"/> Other _____ <input type="checkbox"/> N/A is checked -The provider does provide tutoring to students covered by Section 504
29. *The Provider did not provide gifts or awards other than nominally priced promotional items as enrollment incentives to eligible SES students, their parents or guardians, teachers or other LEA staff for the purpose of recruiting students for the SES provider.				<input type="checkbox"/> Record of incentives awarded <input type="checkbox"/> Interviews with LEA staff/administrators <input type="checkbox"/> Interviews with parents <input type="checkbox"/> Interviews with teachers employed by SES providers <input type="checkbox"/> Other _____
30. *For tutoring in grades K-8 reading, the provider's program clearly supports the five areas of reading instruction identified by the National Reading Panel (Phonemic Awareness Instruction, Phonics Instruction, Fluency, vocabulary, Text Comprehension.)				<input type="checkbox"/> Tutoring curriculum <ul style="list-style-type: none"> <input type="checkbox"/> Phonemic Awareness Instruction <input type="checkbox"/> Phonics Instruction <input type="checkbox"/> Fluency <input type="checkbox"/> Vocabulary <input type="checkbox"/> Text Comprehension <input type="checkbox"/> Samples of students' work <input type="checkbox"/> Other _____
31. *For tutoring in math, the provider's program clearly supports the five mathematical process standards outlined in the <i>Principles and Standards for School Mathematics</i> , developed by the National Council of Teachers of Mathematics.				<input type="checkbox"/> Tutoring curriculum includes' <ul style="list-style-type: none"> <input type="checkbox"/> Problem Solving <input type="checkbox"/> Reasoning and Proof <input type="checkbox"/> Communication <input type="checkbox"/> Connections <input type="checkbox"/> Representation <input type="checkbox"/> Samples of students' work <input type="checkbox"/> Other _____

Provider Requirements	Yes	No	N/A	Evidence
32. *The provider's percentage of time allotted for tutoring students in math and/or reading is consistent with the provider's application.				<input type="checkbox"/> Copy of the Provider's SES application. <input type="checkbox"/> Copies of records showing amount of time students were tutored in math and/or reading. <input type="checkbox"/> Interview with tutors <input type="checkbox"/> Observation of tutoring session <input type="checkbox"/> Other _____
33. *The provider's grade levels of students receiving tutoring are consistent with the Provider's application.				<input type="checkbox"/> Interview with students. <input type="checkbox"/> Copies of records showing grade levels of students <input type="checkbox"/> Other _____
34. *The provider's place of services where students receive tutoring is consistent with the Provider's application.				<input type="checkbox"/> On-site visit. <input type="checkbox"/> Schedules of tutoring showing location <input type="checkbox"/> Other _____
35. *The provider's mode of instructional delivery, e.g., group size, individual, computer-aided, and the student/teacher ratio and student/adult ratio, are consistent with the Provider's application.				<input type="checkbox"/> Observation of tutoring session. <input type="checkbox"/> Tutoring schedules <input type="checkbox"/> Other _____
36. *The provider's cost/fee structure (cost per hour/per student, cost per hour/per student in group, monthly costs) is consistent with the Provider's application.				<input type="checkbox"/> Interview with LEA NCLB personnel <input type="checkbox"/> Copies of invoices to LEAs <input type="checkbox"/> Tutoring schedules <input type="checkbox"/> Other _____
37. *The provider's students have access to transportation that is consistent with transportation provisions in the provider's application.				<input type="checkbox"/> Bus Schedules <input type="checkbox"/> Other Transportation schedules <input type="checkbox"/> Other _____
38. *The provider's assessment instruments and process are consistent with the provisions in the provider's application.				<input type="checkbox"/> Provider's assessment instruments <input type="checkbox"/> Description of provider's assessment program <input type="checkbox"/> Other _____
39. *The provider's instructional program design is consistent with the provisions in the provider's application.				<input type="checkbox"/> Provider's program design <input type="checkbox"/> Description of provider's program design <input type="checkbox"/> Other _____